



ARIZONA DEPARTMENT OF TRANSPORTATION  
POLICIES AND PROCEDURES

FIN-13.01

**GUIDELINES FOR PROVIDING FOOD/BEVERAGES  
AT ADOT SPONSORED FUNCTIONS**

Effective: October 15, 2001  
Supercedes: None  
Responsible Office: Fiscal Operations 602-712-7935

Review: October 15, 2003  
Transmittal: 2001-October  
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**1.01 PURPOSE**

The following policy is issued to provide a reference for employees engaged in organizing ADOT sponsored functions.

**1.02 GUIDELINES FOR DETERMINING IF FOOD OR BEVERAGES SHOULD BE PROVIDED**

- a. As a general rule, food/beverages are not to be provided at ADOT sponsored functions.
- b. Food or beverages should be provided on an exception basis only.
- c. Guidelines: The primary consideration in determining whether to provide food/beverages will be the specific purpose of the function. The function must serve a valid public purpose and must not violate the 'gift clause' of the Constitution.
- d. If ADOT is assisting other entities or co-sponsoring the function, it is strongly recommended that the other entity provide any food/beverages. This action will eliminate any potential problem with the Constitution or the Arizona Revised Statutes.
- e. A special exemption has been requested and obtained for meetings of the State Transportation Board that occur during the mealtime. This exemption was approved by the Director of the Department of Administration on April 28, 1999 and only applies to the State Transportation Board, with specific conditions attached.

**1.02 PROCEDURE**

- a. Prior to authorizing and approving a function, a written memorandum/form [see format sample in Exhibit 1] must be prepared and submitted to the appropriate Division Director.
- b. The memorandum/form must document the specific purpose of the function. The purpose must be for a valid public purpose. The majority of attendees should not be ADOT or State employees.
- c. The Division Director will submit the memorandum/form to the Controller for review. The Controller will not approve/disapprove the memorandum/form, only review it for content and highlight potential issues/problems.
- d. The Controller will sign the memorandum/form as reviewed and return it to the Division Director.
- e. Upon return, the Division Director may approve the specific function. The memorandum/form must be retained in the Division Director's files. Any question regarding the function and the valid public purpose must be answered by the Division Director.

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**References**

Constitution of Arizona, Article 9, Section 7 (gift clause)

Arizona Revised Statute 35-131; 38-621; 41-722; 41-735;

Arizona Administrative Code R2-5-501

GAO Technical Bulletin No. 97-5

**Request to Provide Food/Beverages**

Prepared By Name \_\_\_\_\_ Date \_\_\_\_\_

Telephone number \_\_\_\_\_ Org \_\_\_\_\_

Mail drop \_\_\_\_\_ Division \_\_\_\_\_

Date of Function \_\_\_\_\_

Description of Function (attach additional pages and documentation as needed)

Number of Attendees \_\_\_\_\_

Number of Attendees who are ADOT or State employees \_\_\_\_\_

Estimated Total Cost of Function (paid by ADOT) \_\_\_\_\_

Estimated Cost of Food/Beverages (provided by ADOT) \_\_\_\_\_

\_\_\_\_\_  
Reviewed By Controller/CFO

\_\_\_\_\_  
Approved By Division Director

Exhibit 1